

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.343
	STATE OF HAWAII	17.344
. . . . .		

Class Specifications  
for the Classes:

STATE LANDS ASSISTANT ADMINISTRATOR  
(STATE LANDS ASST ADMR)  
STATE LANDS ADMINISTRATOR

**Class Distinguishers:**

Managerial Responsibility: State Lands Administrator serves as Chief of the Land Division, Department of Land and Natural Resources.

State Lands Assistant Administrator serves as a deputy and full assistant to the State Lands Administrator, and oversees the day-to-day operations of the division.

Complexity: These classes administer the State's public land management, water development, and Conservation District regulation programs. The Land Division is responsible for providing for the effective use and planning, acquisition, disposition, development and management of public lands to assure economical and productive management of State-owned lands, as well as protection and preservation of resources by judicious development and utilization. In addition, the Land Division is responsible for providing engineering development of water resources for State projects and general engineering services to divisions and programs within the department; flood control and safety of dams and reservoirs; and administering soil and water conservation districts, mineral rights and geothermal development. The Land Division is also responsible for the regulation and enforcement of land use laws in the State Land Use Conservation District and for other activities aimed at ensuring the protection and preservation of the State's natural resources within the Conservation District.

Division activities are accomplished through staff and district offices.

Controls Over the Work: Work is performed in accordance with established laws, policies and procedures, and recommendations are subject to approval by the Board of Land and Natural Resources and its Chairperson.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in these classes.*)

Knowledge of: Principles and practices of real estate planning, development and management for commercial, industrial, agricultural or other income-producing purposes; laws, ordinances and codes governing land use, management and development; principles of land valuation and land economics; methods of real property valuation; real estate and land use laws, rules, regulations, ordinances and codes governing the administration of public and private lands in the State; Hawaii land history; legal terminology and legal documents used in land transactions; negotiation process and strategies relative to land acquisition/development; research methods and techniques; report writing; principles and practices of public administration, including the budget and legislative processes; and principles and practices of supervision.

Ability to: Administer the State's public land management, engineering services, and Conservation District regulation programs; establish priorities and formulate program policies; plan, direct and coordinate the work of others; establish and maintain effective working relationships with staff, consultants, representatives of other government agencies, community interest groups and the general public; speak effectively in public hearings and before the Legislature; represent the State in negotiating real estate acquisition and disposition transactions, land use and engineering matters; prepare clear and concise reports; and supervise and evaluate the work of subordinates.

Examples of Duties: (*Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.*)

1. Plans, coordinates, organizes and directs the State's public lands management, water development/engineering services and Conservation District regulation programs.
2. Establishes program goals and objectives and develops long-range and short-range plans to achieve objectives.
3. Establishes general policies, procedures and guidelines and administrative direction to ensure that public lands, water development and Conservation District regulation are effectively managed.

4. Directs the continuous review of statutes, rules, policies and procedures. This includes developing proposals regarding regulatory requirements, preparing and presenting testimony for legislative proposals, and ensuring that the appropriate public hearings process is conducted.
5. Directs the development and preparation of the division's operating and CIP budgets. Justifies and promotes support for the division's budget proposals. Participates in budget discussions and hearings before the Board, Department of Budget and Finance, the Governor's Office and the Legislature. Directs the development of expenditure plans and the monitoring and control of funds, and makes changes to the expenditure plan as necessary in accordance with established policies of the department and State.
6. Ensures coordination of the activities of the division with appropriate city, State and federal agencies and cooperates in providing services and in the enforcement of applicable rules.
7. Meets with division and departmental personnel, lessees, community groups, legislators, county councils, and other governmental agencies/officials, etc., to discuss matters and to resolve problems and issues.
8. Conducts negotiations with parties involved in proposed land transactions which are controversial in nature or not resolved by Branch Chiefs; represents the State in dealing with attorneys, agents or representatives of businesses, organizations or individuals involved in transactions; and negotiates for the State in dealing with representatives of federal agencies or political subdivisions of the State.
9. Directs the preparation of legislation and testimonies affecting State land resources. Provides recommendations on proposed and new legislation; and testifies before legislative committees to discuss bills affecting programs.
10. Oversees the administration of the staff services functions such as fiscal management, personnel management, property management, revenue enhancement, and information systems management, and directs the conduct of studies and periodic review of the organization, functional assignments, management methods, internal operation procedures, staffing, etc., to ensure effective and efficient management of the Land Division's programs; and establishes work performance standards, takes disciplinary actions and handles grievances.

11. Attends meetings of the Board of Land and Natural Resources to present various matters within the jurisdiction of the division, which requires the Board's action and approval, such as leases and permits for land disposition and adoption of rules, and answers inquiries, prepares briefings and submits reports as may be requested by the Board. Advises the Chairperson on all matters under the direction of the Land Division.
12. Serves as the State representative in national meetings and conferences on all water resources, flood control, land management and land use matters.
13. The State Lands Assistant Administrator participates in the administration of all division activities and acts as the Administrator in the Administrator's absence.

- - - - -

This is a change in title from Land Management Assistant Administrator and Land Management Administrator to STATE LANDS ASSISTANT ADMINISTRATOR (STATE LANDS ASST ADMR) and STATE LANDS ADMINISTRATOR; and an amendment to the specification which was approved on October 19, 1998.

DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
JAMES H. TAKUSHI  
Director of Human Resources Development